

DDA 88-0095
12 January 1988

MEMORANDUM FOR THE RECORD

SUBJECT: Printing of Office Note Pads by OL/P&PD

1. Within the last few weeks, the undersigned has had several inquiries regarding the printing of office note pads with office name identification. There appears to be some question as to whether Printing and Photography Division (P&PD) services can and/or should be utilized for such printing.

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2. On 31 December 1987, I spoke with [redacted] (Chief, P&PD) regarding procedures used over the past few years. He advised that Mr. Blake, during his tenure as the DDA, established a policy of only printing personalized office note pads for organizational entities at the Office level and above. He further stated that below that level requests were considered on an individual basis, but that scratch pads were not printed if they would be used only for note taking and discarding. Note pads are typically printed if they are to be used to transmit information outside the office and/or Agency.

3. I discussed this issue with Bill Donnelly on 6 January 1988 who agreed with the established policy and advised that we should continue to proceed accordingly. The EXA/DDA will review and approve any such requests for printing services.

4. This MFR documents this policy to avoid future confusion.

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[redacted]
Executive Assistant to the DDA

REVIEWED BY:

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[redacted]
William F. Donnelly, DDA

12 Jan 88
Date

ADMINISTRATIVE - INTERNAL USE ONLY

ILLEGIB

- 1 - DDA Chrono
- 1 - EXA/DDA Chrono
- 1 - C/P&PD/OL